



DPH Van: Information Sheet

Provided by DPH

- Up to ~100-125 shots per day, Pfizer & J&J both offered
 - No hard minimum number of anticipated vaccinations; however, if volumes are expected to be particularly low, we may direct you to a nearby clinic or conduct a shorter set-up
- Administered by a team of 3-4 staff (per van)
 - Includes 2 vaccinators (who also support medical observation), 1-2 staff for registration and non-clinical activities
 - There is 1 lead vaccinator overseeing clinic management
- Flexible hours of vaccine administration with hours as early as 7/8a and as late as 8/9p
- Marketing toolkit (available on DPH Vans website: <https://portal.ct.gov/vaccine-portal/DPH-van-clinics>)
 - Clinic will be advertised on DPH Vans website, unless otherwise specified
- Consent form for minors (available on DPH Vans website: <https://portal.ct.gov/vaccine-portal/DPH-van-clinics>)

Provided by the host site

- Confirmed locations, hours, points of contact, and other site-specific detail shared with ~1 week advance notice
- Physically safe (e.g., away from ongoing traffic) space
- Space with **power** and **use of facilities**, enough room for social distancing
 - Facility open 1 hour prior / after vaccinations for set-up & clean-up
 - **Indoor locations** are preferred for pop-up clinics
 - **Outdoor sites** can be accommodated with a minimum of 7 days advance notice
- Distribution of advertising & marketing materials
- Commitment to host at same location/hours for second-dose (typically 21 days after first dose)



Thank you for having the DPH Mobile Vaccine Vans to your town! We're looking forward to working with you!
Griffin Contact: GriffinVaccineTeam@griffinhealth.org
DPH Contact: Dave Reyes, Dave.Reyes@ct.gov



DPH Van: Site preparation checklist

- Indoor clinic:**
- ☐ ~1 week advance notice of clinic
 - ☐ Physically safe site for the vaccination clinic
 - ☐ Commitment to supporting event advertising, leveraging the templates for flyers, social media posts, and press releases available in the [marketing toolkit](#)
 - ☐ Facility open for set-up/clean-up 1 hour prior and 1 hour after vaccinations

To be provided by host site in partnership with DPH Vans:

- ☐ 4 tables (1 for check-in, 2 tables for vaccination station, 1 table for vaccination station or prep), per 1 van
- ☐ 15-20 chairs, per 1 van
- ☐ Sufficient space for social distancing
- ☐ Reliable source of power
- ☐ Available restroom facilities
- ☐ Wifi access or sufficient cellular signal to run a mobile hotspot
- ☐ Commitment to host a second-dose clinic (typically 21 days after first dose)
- ☐ Volunteers to assist with lines / crowd control (to follow directions from lead vaccinator on-site) (*optional*)

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- Outdoor clinic:**
- ☐ ~1 week advance notice of clinic
 - ☐ Physically safe site for the vaccination clinic
 - ☐ Commitment to supporting event advertising, leveraging the templates for flyers, social media posts, and press releases available in the [marketing toolkit](#)

To be provided by host site in partnership with DPH Vans:

- ☐ 4 tables (1 for check-in, 2 tables for vaccination station, 1 table for vaccination station or prep), per 1 van
- ☐ 15-20 chairs, per 1 van
- ☐ Tent of sufficient size to cover tables and chairs
- ☐ Reliable source of power via an outdoor outlet, taped-down extension cords (to avoid a tripping hazard), or a generator. Power is needed to support:
 - ☐ 2 small portable refrigerators carrying the vaccine (not industrial)
 - ☐ Up to 4 laptops per van and a portable printer (to photocopy IDs and insurance cards when available)
- ☐ Available restroom facilities (e.g., via an indoor location, porta-potties)
- ☐ Sufficient cellular signal to run a mobile hotspot
- ☐ Commitment to host a second-dose clinic (typically 21 days after first dose)
- ☐ Volunteers to assist with lines / crowd control (to follow directions from lead vaccinator on-site) (*optional*)